

**Annexure-I****FORM FOR REPRESENTATION BEFORE  
FORUM/ELECTRICITY OMBUDSMAN\***

No. .... of year .....

Date \_\_\_\_\_

(To be filled up by office)

To  
The Chairperson/Electricity Ombudsman\*  
(Address of Forum/ Electricity Ombudsman\*)  
\_\_\_\_\_

Dear Sir,

Sub:- Grievance Against .....  
(Name of the Distribution Centre and Licensee)

Being aggrieved the consumer/Prosumer named herein had submitted a representation to the \_\_\_\_\_ Forum/Ombudsman\*. Details of the Grievance are as under:-

1. Name of the Consumer/Prosumer .....
2. Full Address of the Consumer/Prosumer .....  
Pin Code .....
- Phone No./Fax No. ....
3. Name and Full Address of the Distribution Centre and Licensee,  
Pin Code, Phone No./Fax No. ....
4. Particulars of connection and Consumer Account No.  
(Please state nature of connection)  
.....
5. Date of representation by the Consumer to the Distribution Centre/Forum\*  
.....  
(Please enclose three copies of the representation)
6. Subject matter of the representation .....
- .....
7. Details of the representation  
(If space is not sufficient, please enclose separate sheet)  
.....  
.....  
.....
8. Whether the Consumer has received the decision of the Distribution Licensee/Forum\*?  
\_\_\_\_\_  
(If yes, please enclose 'three copies' of the Forum's order conveying its final decision)
9. Nature of relief sought from the Forum/Electricity Ombudsman\*.

10. Nature and extent of monetary loss, if any, claimed by the consumer (if any) by way of compensation Rs. ....

(Please enclose documentary proof, if any, to show that such loss is actual loss caused as a direct consequence of alleged act, omission or commission of the Distribution Licensee)

11. List of Documents enclosed.

(Please enclose 'three copies' of all the documents)

12. Declaration –

(a) I/We, the Consumer(s) herein declare that -

- (1) the information furnished herein above is true and correct;  
and  
(2) I/We have not concealed or misrepresented any fact stated in aforesaid columns and the documents submitted herewith.

(b) The subject matter of my/our representation has never been brought before the office of the Forum/Electricity Ombudsman\* by me/or by any one of us or by any of the parties concerned with the subject matter to the best of my/our knowledge.

(c) The subject matter of my/our representation has not been settled through the office of the Forum/Electricity Ombudsman\* in any previous proceedings.

(d) The subject matter of the present representation has not been decided by any authority/court/arbitrator.

OR

The subject matter of the present representation is pending since (Please mention the date when the matter was filed) ..... Before ..... (Please mention the name of the authority/court/arbitrator before whom the matter is pending) and the proceedings are likely to take time for being finally adjudicated.

Yours faithfully,  
(Signature)

(Consumer's name in block letters)

Nomination - If the Consumer wants to nominate his representative to appear and make submissions on his behalf before the Forum/Electricity Ombudsman\* , the following declaration should be submitted:-

I/We the above named Consumer hereby nominate Shri/Smt....., and whose address is.....

..... as my/our representative in the proceedings and confirm that any statement, acceptance or rejection made by him/her shall be binding on me/us. He/She has signed below in my presence.

Accepted.

(Signature of Representative).

(Signature of Consumer)

\* Strike off whichever is not applicable.

Note : Affidavit is not required to be submitted.